

KOREA - Military Personnel Division Soldier Recovery Unit (SRU) REASSIGNMENT CHECKLIST

FULL NAME:

RANK:

UNIT:

DEROS:

(example: 24 May 2018)

PHONE:

EMAIL:

DOCUMENTS NEEDED TO PRODUCE PCS ORDERS

This Checklist

CSP Approval Memo / Amendments (if applicable)

Orders to Korea / Amendments

Early Return of Dependents Order (if applicable)

Continuation Orders (from unit)

POV VPC receipt or commercial storage contract

Request for Orders (memo from
hospital)

Please select one of the statements below. This will ensure your orders have the correct billing account.

I DO have a GTCC (IBA)

I DO NOT have a GTCC (IBA)

******* For Soldiers authorized to relocate Dependents *******

Which mode of transportation will you travel to the next PDS? Vehicle Airplane

In Accordance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, protected personal information will not be disclosed from this roster to any commercial enterprise or representative thereof or to any individual outside the Department of Defense. This roster will be safeguarded IAW paragraph § 505.2, of the Federal Register named above. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of information Act Program.

MEDICAL POC IS RESPONSIBLE FOR EMAILING ALL COMPLETED LEVY PACKETS WITH APPLICABLE SUPPORTING FORMS AND DOCUMENTS TO THE RESPECTIVE AREA GROUP EMAIL MAIL BOX:

AREA I: usarmy.casey.id-pacific.mbx.mpd-reassignments@army.mil

AREA II: usarmy.yongsan.id-pacific.mbx.mpd-reassignments@army.mil

AREA III: usarmy.humphreys.id-pacific.mbx.mpd-reassignments@army.mil

AREA IV: usarmy.walker.id-pacific.mbx.mpd-reassignments@army.mil

(EMAIL SUBJECT LINE FORMAT MUST BE: WTB RFO / Unit / Rank / Last Name, First Name)

SOLDIER'S Signature:

DATE:

MED/HOS REP Signature:

DATE: